

Charity no: 803697
Company no: 2513757

THE LIFETRAN TRUST

A company limited by guarantee

Reports and Financial Statements

For the year ended

31st March 2004

KIMBERS

Chartered Accountants



THE LIFETRAIN TRUST

Index to Reports

For the year ended 31st March 2004

	Page
Company Information	1
Directors and Trustees' Report	2 – 7
Auditors' Report	8
Statement of Financial Activities	9
Balance Sheets	10
Notes to the Financial Statements	11 – 21

THE LIFETRAIN TRUST

Company Information

Directors and Trustees: P.D. McIlwraith - Chairman
A.R. Baird - Treasurer, appointed 17 December 2003
P.R. Drysdale
S. Furness
Ms. K. Hammond
I.H.O. MacLeod
M.J.H. Maughan - resigned 17 December 2003
S.F. Parker
D.R. Sharp - deceased 1 August 2003
Miss D.P. Wyatt

**Chief Executive and
Company Secretary :** R.G.J. Bowden

Company Number : 2513757

Charity Number : 803697

Registered Office : Felbury House
Holmbury St. Mary
DORKING
Surrey RH5 6NL

Auditors : KIMBERS Chartered Accountants
23 Westward Ho
GUILDFORD
Surrey GU1 1UU

Bankers : Barclays Bank PLC
PO Box 673
Town Gate House
Church Street East
WOKING
Surrey GU21 1XW

Solicitors : Thomas Eggar
Chatham Court
Lesbourne Road
REIGATE
Surrey RH2 7FN

The Lifetrain Trust
Directors' and Trustees' Report
and
Financial Statements
For the year ending 31st March 2004

REPORT OF THE TRUSTEES

The Directors and Trustees present their report together with the audited financial statements of the Company and Group for the year ending 31st March 2004. The Board have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in October 2000, in preparing the annual report and financial statements of the charity.

Legal Structure

The Lifetrain Trust is an independent charity originally established in 1950. Up until 31st March 2002 the Charity was known as Surrey Association of Youth Clubs and Surrey Phab Limited. It registered with the Charity Commission in July 1990 having been incorporated as a Company, limited by guarantee, in June of that year.

The Charity's trading company Holmbury Enterprise Limited was incorporated in April 1995 as Felbury House Limited. It changed its name in February 2000.

The Directors have powers to make appointments to the Executive Committee (Board of Trustees). These are ratified by a vote of the Membership at the Annual General Meeting. Directors retire by rotation with one third of the Board retiring each year in order of those who have served longest since last being voted onto the Board. All those retiring are eligible for re-election.

The Board meets four times each year, and at other times as may be considered appropriate.

Objectives of the Charity

At the AGM in 2002 the Membership agreed to a redrafting of the Memorandum and Articles of Association subject to the agreement of Companies House and The Charity Commissioners. It was considered that this change was necessary as both our work with young people and disabled people has moved on in the decades since the objects were first drafted. The language has also changed significantly.

Over the period we have worked hard to obtain the acceptance of the Charity Commissioners and eventually in December 2003 we achieved their agreement. The new document was put to the 2002-2003 AGM on 17th December 2003 and received the membership's agreement. Thus the primary objectives of the charity are:-

- A) To help young people especially but not exclusively through their leisure-time activities to develop their physical, mental and spiritual capacities that they may grow to full maturity as individuals and fully contributing members of society.
- B) To relieve the needs of disabled persons by bringing such persons into closer association with non-disabled people and the provision of facilities for recreation or other leisure-time occupation, to advance education by bringing disabled people into closer association and integration with non-disabled people.

Primary objectives of the Charity – continued

- C) In the interests of social welfare to provide, or assist in the provision of, facilities for recreation or other leisure-time occupation with the objects of improving the conditions of life for the persons for whom such facilities are primarily intended being persons who have need of such facilities by reason of their youth, age, infirmity or disablement, poverty or social and economic circumstances, provided nevertheless that such facilities shall be available to members of the public at large.

The Lifetrain Trust
Directors' and Trustees' Report
and
Financial Statements
For the year ending 31st March 2004

REPORT OF THE TRUSTEES continued...

Mission Statement

Empowering young people and disabled people to make positive changes for themselves and the community through learning, equality of opportunity and inclusion, and to offer opportunities to those who wish to support them.

Organisation

The Board delegates responsibility for the day to day operation of the Charity through the Chairman to the Chief Executive and the Management Team.

The Charity is organised into three operating units:

1. Youth Work Services is the county arm of the country's largest non-uniformed youth organisation UKYouth, and provides support to affiliated youth groups across Surrey through fieldworkers and a number of nationally accredited training courses for both the young people and their youth workers.
2. Disability Services similarly supports a number of disability groups across the county through fieldworker visits, a number of accredited training courses, and through residentials in this country and abroad. The team provides training for disabled and non-disabled people in disability and inclusion issues.
3. The Felbury Centre is the charity's residential centre at Holmbury St. Mary with modern accommodation for 45 people and day visitors, which is used for a great variety of training courses by ourselves and many other community groups. The facilities specialise in outdoor activities as a means of training life skills.

Employee Involvement and Staffing Policies

The Lifetrain Trust is an equal opportunities employer, which welcomes applications from all sections of the community. Since 1998 we are an Investor In People certified employer and acknowledge the value of having well trained staff to achieve our charitable objectives effectively.

The Charity has a number of documented policies in relation to personnel matters including:

- | | |
|-----------------------|--|
| • Equal Opportunities | • Child & Vulnerable People Protection |
| • Volunteers | • Recruitment and Selection |
| • Health and Safety | • Employment of Ex-offenders |

Working with young people and vulnerable adults, the charity meets the requirements of section 4 (2) of the Rehabilitation of Offenders Act 1974 in respect of exempt questions.

The Charity is a Registered Body with the Criminal Records Bureau and is able to facilitate the obtaining of Disclosures of its own staff, and the workers and volunteers of our affiliated clubs.

The Lifetrain Trust seeks the staff's involvement in the running and future of the Charity. The management team meets on a monthly basis and all the staff meet together eight times each year.

Volunteers

The charity is ever grateful for the unstinting, and usually unsung, efforts of the hundreds of volunteers that manage and on a weekly basis run the clubs that are our members. Without their hard work there would no clubs and very little non-uniformed youth work in the county and thus no platform for our work.

The Lifetrain Trust
Directors' and Trustees' Report
and
Financial Statements
For the year ending 31st March 2004

REPORT OF THE TRUSTEES continued...

Volunteers continued

We are also grateful for all those marvellous volunteers that support us more directly, either as committee members or help in our fund raising efforts.

Review of Activities and Future Developments

The Charity's core work of supporting its affiliated clubs and groups, both for young people and disabled people, continues with our Field Workers visiting once per term although more or less frequently depending on the need.

We continue to facilitate 'police checks' on club workers as part of our affiliation package which has put an added load on our staff as we act as an Umbrella Body for the Criminal Records Bureau. An inspection by the Bureau during the year showed that we were managing the process well. We have also been undertaking a similar role for members of Surrey CVYS where they have no other source for obtaining checks.

The main work of the team continues to be training youth workers and young people. Through funding from Surrey County Council the team has been instrumental in training youth workers both from statutory and voluntary clubs. Continued funding from The Tudor Trust has enabled us to use the same training programme in the innovative crime diversion project at Coldingley Prison.

The Youth Achievement Awards programme has continued to grow; now not only working with young people in many clubs and projects, but through further funding from the European Social Fund (ESF), in schools in the NW of the county. Connexions also provided funding towards this project. Youth workers have also been trained to run the programme in their own clubs.

The Disability Services Team has run numerous accredited training courses during the year, including Inclusive Practice, 4 Steps to Access, and the Disability Equality Education programme accredited via the University of Surrey. We were also contracted to provide Disability Equality Training to various organisations, including statutory bodies and voluntary organisations. Our 4 Steps to Access programme was funded through The Community Fund. Residential experiences were run including a senior trip to West Coast USA. We have developed our 4 Steps' course to Pathways to Independence and have secured three year funding from the Community Fund starting in September 2004. All of our work is aimed at ensuring that disabled people are able to take their places in society without surprise, debate or controversy.

The Felbury Centre continued to provide an excellent facility for residential work as well as day conferences. A large range of groups took advantage of the facility and its training opportunities. The Challenge course is now well established on land opposite Felbury House by kind permission of Patrick Evelyn and Monika Saunders; it is an essential training tool to many groups. During the year both heating boilers became non-functional and through substantial funding help from Guildford Borough Council and Surrey County Council Youth Buildings Fund these have been replaced.

Financial Activities

Despite significant financial difficulties during the year the position has been stabilised. During the year a loan of £100,000 was arranged to see us through this extremely difficult time. The outstanding balance of the existing loan obtained in 1995 was incorporated into the new loan.

The Lifetrain Trust
Directors' and Trustees' Report
and
Financial Statements
For the year ending 31st March 2004

REPORT OF THE TRUSTEES continued...

Financial Activities continued.....

In fact despite our difficulties of 2003-2004 we also secured commitments for a further £68,283 of funding for future projects. The New Year, 2004-2005, looks much better and the Trustees are determined that the loan will be repaid within time (7 years) and a surplus shall be created. To this end a budget has been set with a surplus of £32,500 and the financial affairs are being closely monitored to ensure that this is bettered. To date (July 2004) we are on target with every chance that this will be significantly bettered. Major three year funding has been secured from the Community Fund for

Disability projects and other long term funding for the Youth work department. We have also secured the financial support of two major local companies, Phillips UK and Hart Brown, Solicitors.

Fundraising & Marketing

With our new fundraising team now fully established restricted project funding has continued to grow with support achieved from several new funds as well as many long-term friends. Fund raising for unrestricted funds to cover core cost continues to be of major concern as funders, understandably, continue to be more interested in project funding rather than accepting the intrinsic need to cover the vital core costs such as accommodation, administration and insurance's etc., without which none of the project work could be possible.

However we have made it a policy to seek longer term funding for projects. This has been successful, such that at the year end we had over £68,000 of funding committed to the future, and were in advanced discussion with other Trusts and organisations for projects running over the following three years. This will enable us to start projects with a greater level of security for the staff and participants, particularly where the young people will find it difficult to complete within a year.

Income from events, which could cover such costs, has become a much less efficient income stream as the numbers of volunteers with the time to support charities has reduced and events have to be organised by staff. However such events have a considerable value in terms of public relations and marketing the worth of the Charity and thus often as well as producing unfettered income have an important secondary function of introducing us to potential supporters.

Sponsors

Major supporters during the year included:

- | | |
|------------------------------------|----------------------------------|
| • Henry Smith's Charity | • Legal & General |
| • The Equitable Trust | • Wickes Aid |
| • The Childwick trust | • Biwater Group plc |
| • The Wates Foundation | • Securicor |
| • The Bank of England | • Britannia Building Society |
| • MFI | • Thales Charitable Trust |
| • Hays plc | • Tomkins |
| • John Lewis | • Rentokil Initial |
| • Rio Tinto plc | • The BOC Group |
| • Shere, Peaslake & Gomshall PCC | • Aggreko |
| • Jardine Lloyd Thompson Group plc | • Bellway plc |
| • Croudace Homes | • Major Coleman Charitable Trust |
| • Linklaters | • Mr Paul Wates |
| • The Ingram Trust | • Mr Michael Maughan |

The Lifetrain Trust

Directors' and Trustees' Report and Financial Statements For the year ending 31st March 2004

REPORT OF THE TRUSTEES continued...

• Sponsors continued.....

- Mr J Cashin
- The Triangle Trust
- The Tudor Trust
- M J Gleeson Group plc
- Sir Edward Lewis Foundation
- The Brook Charitable Trust
- Rank Foundation
- Community Fund
- Berkeley Group
- Barclays Bank plc
- Thomas Sivewright Catto Settlement
- Sheikh Ahmed Zaki Yamani
- Connexions Surrey
- Poetry for Pleasure Committee
- Air Products
- Quilter & Co
- The Peter Harrison Foundation
- Radio Mercury FM
- The O'Hea Charitable Trust
- The Peacock Trust
- Gatwick Airport Community Trust
- Surrey County Council
- Evelyn Charitable Trust
- European Social Fund

We are most grateful to the many friends and volunteers who organise fundraising events on our behalf throughout the year. They are key to our success. Some of the events in the past year have included:

- Tennis Tournament
- Golf Tournament & Felbury Golf Society
- Antique Quest
- Quizzical Quandary
- London Marathon
- Fashion Sale & Christmas Sale
- Sponsored Walks
- Derby

Changes in Reserves

The Board of Trustees continues to be concerned at the problems related to cash flow occasioned in an organisation that relies for much of its income on fund raising, and remain mindful of the urgent need to create a reserve fund to ensure the financial stability and future of the charity. The long-term objective is to create a reserve equivalent to three months' total expenditure.

Fixed Assets

These are set out in note 7 of the Financial Statements.

Risk Management and Internal Control

The Board of Trustees regularly reviews the major risks facing the charity and takes steps to mitigate them. They review the annual budget against current performance and the forecast for the remainder of the year. Particular attention is paid to the balance between income and expenditure and the amount needed to create a reserve. The Board of Trustees, through the Treasurer and Finance Committee aims to maintain a system of financial control, appropriate to the size and nature of the organisation.

The Lifetrain Trust
Directors' and Trustees' Report
and
Financial Statements
For the year ending 31st March 2004

REPORT OF THE TRUSTEES continued...

Statement of Trustees' Responsibilities

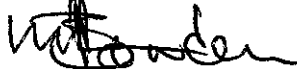
The Trustees are required by law to prepare financial statements for each financial year, which give a true and fair view of the state of affairs to the Charity and of the profit and loss of the Charity for that year. In preparing those financial statements, the Trustees are required to:-

- Select suitable accounting policies and then apply them consistently,
- Make judgements and estimates that are reasonable and prudent,
- Prepare the financial statements on the going concern basis, unless it is inappropriate to assume that the Charity will continue in operation.

The Trustees are responsible for keeping proper accounting records, which disclose with reasonable accuracy at any time, the financial position of the Charity, and enable them to ensure that the financial statements comply with the Companies Act, 1985. They are also responsible for safeguarding the assets of the Charity and hence, for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Approval

This report was approved by the board of directors and trustees on 17th August 2004 and signed on its behalf.



.....
R.G.J. Bowden
(Company Secretary)

THE LIFETRAN TRUST

Report of the auditors

To the members of The Lifetrain Trust

We have audited the financial statements of The Lifetrain Trust for the year ended 31st March 2004 on pages 9 to 21 which have been prepared under the historical cost convention and the accounting policies set out on pages 11 and 12.

This report, including the opinion, is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985 and for no other purpose. We do not, in giving this opinion, accept or assume any responsibility for any other purpose or to any other person to whom this report is shown or into whose hands it may come save where expressly agreed by our prior consent in writing.

Respective Responsibilities of Directors and Auditors

As described on page 7, the Charity's directors, are responsible for the preparation of the financial statements in accordance with United Kingdom law and accounting standards. Our responsibilities, as independent auditors, are established in the United Kingdom by statute, the Auditing Practices Board and by our profession's ethical guidance.


Basis of Opinion

We conducted our audit in accordance with Auditing Standards issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by directors in preparation of the financial statements, and of whether the accounting policies are appropriate to the Charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

Opinion

In our opinion, the financial statements give a true and fair view of the state of the Charity and group affairs as at 31st March 2004 and of the group's incoming resources and resources expended, including its income and expenditure, for the year then ended, and have been properly prepared in accordance with the Companies Act 1985.

KIMBERS 
Chartered Accountants
Registered Auditor
Guildford
Surrey

17th August, 2004

THE LIFETRAN TRUST

Consolidated Statement of Financial Activities
(Incorporating a group income and expenditure account)

For the year ended 31st March 2004

Notes		Endowment & Restricted Funds	Unrestricted Funds	Total 2004	Total 2003
	Incoming Resources				
2	Donations and gifts	---	91,731	91,731	126,195
3	Activities in furtherance of the charity's objects	170,418	213,131	383,549	324,651
	Activities for generating funds:				
4	Trading activities	---	17,290	17,290	69,617
5	Investment income	108	980	1,088	464
	Total incoming resources	<u>170,526</u>	<u>323,132</u>	<u>493,658</u>	<u>520,927</u>
	Resources expended				
	Cost of generating funds:				
4	Trading activities	---	21,810	21,810	69,525
6	Fund-raising & marketing costs	---	40,546	40,546	37,135
		<u>---</u>	<u>62,356</u>	<u>62,356</u>	<u>106,660</u>
	Charitable expenditure:				
6	Costs of activities in furtherance of the charity's objects:				
	The Felbury Centre	---	134,820	134,820	134,206
	Disability Services	64,049	125,259	189,308	140,093
	Youth Work Services	118,011	42,216	160,228	145,713
	Support costs	---	23,798	23,798	13,984
	Management and administration	---	7,933	7,933	14,648
	Total resources expended	<u>182,061</u>	<u>396,384</u>	<u>578,444</u>	<u>555,304</u>
	Net incoming resources/(resources expended) before transfers	(11,534)	(73,252)	(84,786)	(34,377)
	Transfers between funds	11,534	(11,534)	---	---
	Net incoming/(outgoing) resources for the year	<u>---</u>	<u>(84,786)</u>	<u>(84,786)</u>	<u>(34,377)</u>
	Other recognised gains and losses				
	Revaluation of tangible fixed assets	---	---	---	100,000
	Net movement in funds	<u>---</u>	<u>(84,786)</u>	<u>(84,786)</u>	<u>65,623</u>
	Funds brought forward at 1st April 2003	1,000	353,713	354,713	289,090
	Funds carried forward at 31st March 2004	<u>£ 1,000</u>	<u>£ 268,927</u>	<u>£ 269,927</u>	<u>£ 354,713</u>

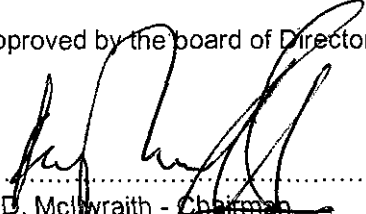
All the above results are derived from continuing activities. All gains and losses recognised in the year are included above. The deficit for the year for Companies Act purposes comprises the net outgoing resources for the year of £84,786 (2003: surplus for the year and incoming resources £65,623).

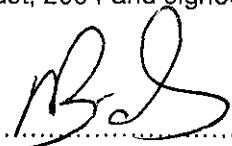
THE LIFETRAN TRUST

Balance Sheets at 31st March 2004

Notes	Group		Company	
	2004 £	2003 £	2004 £	2003 £
	Fixed Assets			
7	Tangible Fixed Assets	416,292	419,360	408,535
8	Investments	971	971	973
		<u>417,263</u>	<u>420,331</u>	<u>409,508</u>
	Current Assets			
	Stocks	---	776	---
9	Debtors	42,040	62,742	40,608
	Cash at Bank and in hand	41,400	23,358	41,331
		<u>83,440</u>	<u>86,876</u>	<u>81,939</u>
10	Creditors: Amounts falling due within one year	139,347	138,830	131,354
		<u>(55,907)</u>	<u>(51,954)</u>	<u>(49,415)</u>
	Net Current Assets/(Liabilities)			
		<u>(55,907)</u>	<u>(51,954)</u>	<u>(49,415)</u>
	Total Assets Less Current Liabilities	361,356	368,377	360,093
11	Creditors: Amounts falling due after more than one year	91,429	13,664	85,647
		<u>£ 269,927</u>	<u>£ 354,713</u>	<u>£ 274,446</u>
14	Funds			
	Endowment Fund	1,000	1,000	1,000
	Restricted Funds	---	---	---
	Unrestricted Funds			
	- revaluation reserve	99,000	100,000	99,000
	- other unrestricted funds	169,927	253,713	174,446
		<u>£ 269,927</u>	<u>£ 354,713</u>	<u>£ 274,446</u>

Approved by the board of Directors and Trustees on 17th August, 2004 and signed on its behalf.


P.D. McIlwraith - Chairman
Director and Trustee


A.R. Baird - Treasurer
Director and Trustee

THE LIFETRAIN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

1 Accounting Policies

Basis of Preparation

The financial statements have been prepared under the historical cost convention modified to include the revaluation of freehold properties and include the results of the charity's operations. The financial statements have been prepared in accordance with Statement of Recommended Practice (SORP), "Accounting and Reporting by Charities" published in October 2000 and applicable accounting standards.

The Statement of Financial Affairs (SOFA) and balance sheet consolidate the financial statements of the charity and its subsidiary company. The results of the subsidiary are consolidated on a line by line basis.

The charity has availed itself of paragraph 3(3) of Schedule 4 of the Companies Act 1985 and adapted the Companies Act formats to reflect the special nature of the charity's activities. No separate SOFA has been presented for the charity alone as permitted by Section 230 of the Companies Act 1985 and paragraph 304 of the SORP.

Financial Reporting Standard Number 1

Exemption has been taken from preparing a cash flow statement on the grounds that the Charity qualifies as a small company.

Company Status

The charity is a company limited by guarantee. In the event of the company being wound up, the liability in respect of the guarantee is limited to £1 per member of the company. All the directors of the company are also members.

Fund accounting

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for any other purpose.

Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors or which have been raised by the charity for particular purposes.

The cost of raising and administering such funds are charged against the specific fund.

Incoming resources

Incoming resources are included in the SOFA when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Gifts in kind and donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

Resources expended

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Where costs cannot be directly attributed to particular headings, they have been allocated to activities on a basis consistent with the use of resources.

Fund raising and marketing costs are those incurred in seeking voluntary contributions, arranging events and the preparation of marketing and publicity material in support of the charity's activities.

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

1 Accounting policies continued

Support costs are those incurred directly in support of expenditure on the objects of the charity and include project management carried out at Felbury House.

Management and Administration costs are those incurred in connection with administration of the charity and compliance with constitutional and statutory requirements.

Tangible Fixed Assets

Items costing less than £50 each are written off as an expense in the year of purchase.

Depreciation is provided on all assets, other than freehold land, at the following annual rates calculated to write off the cost of each asset over its estimated useful life, or if held under a finance lease, over the lease term, whichever is the shorter.

Freehold buildings	- 2% - straight line
Equipment	- 25% - reducing balance and - 33 ¹ / ₃ % - straight line
Motor Vehicles	- 25% - reducing balance basis

Stocks

Stocks are valued at the lower of cost and net realisable value. Cost represents the expenditure of purchase.

Investments

Investments are stated at cost. Recognised realised and unrealised gains and losses on investments are dealt with in the Statement of Financial Activities.

Hire Purchase and Leasing Commitments

Assets obtained under hire purchase contracts or finance leases are capitalised in the balance sheet. Those held under hire purchase contracts are depreciated over their estimated useful lives. Those held under finance leases are depreciated over their estimated useful lives or the lease term, whichever is the shorter.

The interest element of these obligations is charged to the SOFA over the relevant period. The capital element of the future payments is treated as a liability.

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

2 Donations & gifts

	<u>2004</u>	<u>2003</u>
	<u>£</u>	<u>£</u>
Individuals	34,751	64,069
Companies	17,555	26,107
Charitable Trusts	61,762	32,705
Gifts in kind	3,683	7,150
	<u>117,751</u>	<u>130,031</u>
Less: Donations received in advance	<u>26,020</u>	<u>3,835</u>
	<u>91,731</u>	<u>126,195</u>

3 Activities in furtherance of the charity's objects

	<u>Restricted</u>	<u>Unrestricted</u>
	<u>£</u>	<u>£</u>
The Felbury Centre	<u>-</u>	<u>141,440</u>
Disability Services		
Core activities	42,500	64,324
Grant - European Social Fund	-	---
Grant - Community Fund	21,527	---
	<u>64,027</u>	<u>64,324</u>
Less: Funds received in advance	<u>9,750</u>	<u>285</u>
	<u>54,277</u>	<u>64,039</u>
Youth Work Services		
Core activities	134,744	8,633
Grant - European Social Fund	16,330	---
Grant - Community Fund	---	---
	<u>151,075</u>	<u>8,633</u>
Less: Funds received in advance	<u>34,933</u>	<u>981</u>
	<u>116,142</u>	<u>7,652</u>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

4 Trading activities

	Donated Goods & Services £	Holmbury Enterprise Limited £	Total 2004 £	Total 2003 £
Income	---	17,290	17,290	69,617
Cost of sales	---	14,293	14,293	58,707
Administrative expenses	---	7,518	7,518	10,818
Trading expenses	---	21,810	21,810	69,525
Surplus/(Deficit)	---	£(4,520)	£(4,520)	£ 92

5 Investment income

	2004 £	2003 £
Income from listed investments	108	120
Interest received	980	344
	<u>£ 1,088</u>	<u>£ 464</u>

6 Total resources expended

	Staff Costs £	Other Direct Costs £	Other Allocated Costs £	Total 2004 £	Total 2003 £
Fund raising & marketing costs	11,006	22,397	7,143	40,546	37,135
The Felbury Centre	44,886	63,259	26,676	134,820	134,206
Disability Services	45,998	100,502	42,809	189,308	140,093
Youth Work Services	33,351	125,807	1,069	160,228	145,713
Trading costs	9,637	---	---	9,637	69,525
Support costs	4,101	19,698	---	23,798	13,984
Management and administration	-	7,933	---	7,933	14,648
Total resources expended	<u>£ 148,980</u>	<u>£ 339,595</u>	<u>£ 77,697</u>	<u>£ 566,271</u>	<u>£ 555,304</u>

	2004 £	2003 £
Other direct costs include:		
Auditors' remuneration:		
Audit fees	5,500	5,500
Accountancy, taxation and other services	6,500	6,500
Depreciation	4,608	5,838
Finance charges and loan interest	3,407	2,929
Legal and professional fees	11,037	2,024
Non recoverable VAT	<u>7,036</u>	<u>8,940</u>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

7 Tangible Fixed Assets - Group

	Freehold Property £	Equipment £	Motor Vehicles £	Total £
Cost or valuation				
At 1st April 2003	400,000	50,681	31,138	481,819
Additions	---	7,878	---	7,878
Disposals	---	(3,555)	---	(3,555)
Revaluation	---	---	---	---
At 31st March 2004	<u>400,000</u>	<u>55,004</u>	<u>31,138</u>	<u>486,142</u>
Depreciation				
At 1st April 2003	---	36,368	26,091	62,459
Charge for year	4,000	5,684	1,262	10,946
On disposals	---	- 3,555	---	- 3,555
On revaluation	---	---	---	---
At 31st March 2004	<u>4,000</u>	<u>38,497</u>	<u>27,353</u>	<u>69,850</u>
Net Book Value 31st March 2004	<u>£ 396,000</u>	<u>£ 16,507</u>	<u>£ 3,785</u>	<u>£ 416,292</u>
Net Book Value 31st March 2003	<u>£ 400,000</u>	<u>£ 14,313</u>	<u>£ 5,047</u>	<u>£ 419,360</u>

Tangible Fixed Assets - Company

	Freehold Property £	Equipment £	Motor Vehicles £	Total £
Cost or valuation				
At 1st April 2003	400,000	46,881	31,138	478,019
Additions	---	---	---	-
Disposals	---	(3,555)	---	(3,555)
Revaluation	---	---	---	-
At 31st March 2004	<u>400,000</u>	<u>43,326</u>	<u>31,138</u>	<u>474,464</u>
Depreciation				
At 1st April 2003	---	34,785	26,091	60,876
Charge for year	4,000	3,347	1,262	8,608
On disposals	---	(3,555)	---	(3,555)
On revaluation	---	---	---	---
At 31st March 2004	<u>4,000</u>	<u>34,577</u>	<u>27,353</u>	<u>65,929</u>
Net Book Value 31st March 2004	<u>£ 396,000</u>	<u>£ 8,750</u>	<u>£ 3,785</u>	<u>£408,535</u>
Net Book Value 31st March 2003	<u>£ 400,000</u>	<u>£ 12,096</u>	<u>£ 5,047</u>	<u>£417,143</u>

Freehold property was valued in October 2003 by Messrs. Robinsons, Chartered Surveyors, of Reigate at an open market value of £400,000, as at 31st March 2003. The trustees do not consider the market value at 31st March 2004 to be materially different from that at 31st March 2003.

Historical cost information	Freehold Property £
Historical cost at 31st March 2004	300,000
Accumulated historical depreciation	3,000
Net historical cost at 31st March 2004	<u>£ 297,000</u>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

7 Tangible Fixed Assets continued

The following fixed assets, included in the above, are held under finance leases:

	Equipment Group £	Company £
Cost or valuation		
At 1st April 2003		7,653
Additions	---	---
Disposals	---	(3,555)
At 31st March 2004	<u>-</u>	<u>4,098</u>
Depreciation		
At 1st April 2003		5,262
Charge for year	820	820
On disposals	---	(3,555)
At 31st March 2004	<u>820</u>	<u>2,527</u>
Net Book Value 31st March 2004	<u>-£ 820</u>	<u>£ 1,571</u>
Net Book Value 31st March 2003	<u>£ -</u>	<u>£ 2,390</u>

8 Fixed Asset Investments

Cost or valuation	£
At 1st April 2003 and 31st March 2004	<u>973</u>
Net Book Value 31st March 2004	<u><u>£ 973</u></u>
Net Book Value 31st March 2003	<u><u>£ 973</u></u>

	2004	2003
	£	£
Investments listed on a recognised stock exchange	971	971
Unlisted investment	2	2
	<u>£ 973</u>	<u>£ 973</u>

The listed investment comprises £1,000 of 12% Exchequer Stock 2013-2017. The market value of which at 31st March 2004 was £1,578 (2003: £1,671).

The unlisted investment represents the cost of two £1 Ordinary shares in the wholly owned subsidiary company Holmbury Enterprise Limited; the trading company of the charity. The aggregate capital and reserves of Holmbury Enterprise Limited at 31st March 2004 was a negative £8,564 (2003: £2).

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

9 Debtors

	Group		Company	
	2004	2003	2004	2003
	£	£	£	£
Trade debtors	39,699	54,129	38,266	50,275
Other debtors	323	2,693	323	2,693
Holmbury Enterprise Limited	---	---	---	---
Value added tax	---	1,451	---	1,451
Prepayments	2,019	4,469	2,019	4,469
	<u>£ 42,040</u>	<u>£ 62,742</u>	<u>£ 40,608</u>	<u>£ 58,888</u>

10 Creditors: Amounts falling due within one year

	Group		Company	
	2004	2003	2004	2003
	£	£	£	£
Bank Loans and Overdrafts (Note 12)	12,800	7,013	12,800	6,300
Finance leases (Note 13)	3,044	1,544	820	820
Trade creditors	18,102	14,570	11,162	7,968
Other creditors	7,855	9,573	6,924	8,920
Value added tax	1,990	---	1,990	---
Funds received in advance	71,969	75,890	71,969	75,890
Holmbury Enterprise Limited	---	---	5,408	6,773
Deposits received	16,681	13,151	15,281	11,261
Corporation & income tax	908	7,959	---	7,051
Accrued expenses	6,000	9,130	5,000	8,630
	<u>£ 139,347</u>	<u>£ 138,830</u>	<u>£ 131,354</u>	<u>£ 133,613</u>

11 Creditors: Amounts falling due after more than one year

	Group		Company	
	2004	2003	2004	2003
	£	£	£	£
Bank Loans (Note 12)	84,008	10,396	84,008	10,396
Finance leases (Note 13)	7,421	3,268	1,639	1,639
	<u>£ 91,429</u>	<u>£ 13,664</u>	<u>£ 85,647</u>	<u>£ 12,035</u>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

12 Loans and overdrafts

An analysis of the maturity of loans and overdrafts is given below:

	Group		Company	
	2004	2003	2004	2003
	£	£	£	£
Amounts falling due within one year or on demand:				
Bank overdrafts	---	713	---	---
Bank loan	<u>12,800</u>	<u>6,300</u>	<u>12,800</u>	<u>6,300</u>
	<u>£12,800</u>	<u>£ 7,013</u>	<u>£ 12,800</u>	<u>£ 6,300</u>
Amounts falling due between one and two years:				
Bank loan	<u>£13,750</u>	<u>£ 6,700</u>	<u>£ 13,750</u>	<u>£ 6,700</u>
Amounts falling due between two and five years:				
Bank loan	<u>£45,200</u>	<u>£ 3,696</u>	<u>£ 45,200</u>	<u>£ 3,696</u>
Amounts falling due in more than five years:				
Bank loan	<u>£25,058</u>	<u>---</u>	<u>£ 25,058</u>	<u>---</u>

The bank loan is secured on the freehold property of the charity

13 Obligations under leasing arrangements

	Finance Leases			
	Group		Company	
	2004	2003	2004	2003
	£	£	£	£
Gross obligations payable:				
Within one year	4,222	2,318	1,408	1,408
Between one and five years	<u>10,142</u>	<u>4,864</u>	<u>2,816</u>	<u>2,816</u>
	<u>£14,364</u>	<u>£ 7,182</u>	<u>£ 4,224</u>	<u>£ 4,224</u>
Finance charges payable:				
Within one year	1,178	774	588	588
Between one and five years	<u>2,721</u>	<u>1,596</u>	<u>1,177</u>	<u>1,177</u>
	<u>£ 3,899</u>	<u>£ 2,370</u>	<u>£ 1,765</u>	<u>£ 1,765</u>
Net obligations payable:				
Within one year	3,044	1,544	820	820
Between one and five years	<u>7,421</u>	<u>3,268</u>	<u>1,639</u>	<u>1,639</u>
	<u>£10,465</u>	<u>£ 4,812</u>	<u>£ 2,459</u>	<u>£ 2,459</u>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

14 Statement of funds

	At 1st April 2003	Income	Expenditure	Transfers	At 31st March 2004
	£	£	£	£	£
Endowment Fund					
Cass Sewell Fund	1,000	108	108	---	1,000
Restricted Funds					
The Felbury Centre	---	---	---	---	---
Disability Services	---	32,750	42,422	9672	---
Youth Work	---	99,811	101,673	1,862	---
European Social Fund	---	16,330	33,595	---	---
Community Fund	---	21,527	21,527	---	---
Unrestricted Funds					
General	253,713	323,132	395,384	(11,534)	169,927
Property revaluation	100,000	---	1,000	---	99,000
Total Funds	<u>£354,713</u>	<u>£493,658</u>	<u>£595,708</u>	<u>£ ---</u>	<u>£269,927</u>

The Cass Sewell fund represents a legacy from the estate of Cass Sewell, the income from which is to be spent on the work of Disability Services.

The General Fund represents the free funds of the charity which are not designated for particular purposes.

15 Analysis of funds between group net assets

	Restricted Funds £	Designated Funds £	General Funds £	Total £
Tangible fixed assets	---	---	416,292	416,292
Investments	971	---	---	971
Current Assets	29	---	83,411	83,440
Current Liabilities	---	---	(139,347)	(139,347)
Long term liabilities	---	---	(91,429)	(91,429)
	<u>£1,000</u>	<u>---</u>	<u>£268,927</u>	<u>£269,927</u>

THE LIFETRAN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

16 Subsidiary company

The charity owns the whole of the issued share capital of Holmbury Enterprise Limited, a company registered in England. The subsidiary is used for non primary purpose trading activities, namely the provision of residential and non-residential training courses. It also operates the village Post Office, incorporating a small shop selling stationery and cards, as a service to the local community. All activities have been consolidated on a line by line basis in the SOFA.

The whole of the annual net profit is gifted to the charity; losses remain with the subsidiary. A summary of the results of the subsidiary is shown below:

Holmbury Enterprise Limited

	Residential Centre £	Post Office & Shop £	Total 2004 £	Total 2003 £
Turnover	16,961	329	17,290	69,617
Cost of sales	13,146	1,147	14,293	58,707
Gross profit/(loss)	3,815	(818)	2,997	10,910
Administrative expenses	7,375	143	7,518	10,818
Taxation	---	---	---	---
Net profit/(loss)	<u>(3,559)</u>	<u>(961)</u>	<u>£(4,520)</u>	<u>£ 92</u>

The aggregate of the assets, liabilities and funds was:

Assets	14,665	14,225
Liabilities	(19,185)	(14,223)
Negative Funds (representing accumulated losses less: 2 Ordinary shares of £1 each)	<u>£(4,520)</u>	<u>£ 2</u>

17 Staff costs

	2004 £	2003 £
Wages and salaries	272,241	258,485
Social security costs	24,813	20,382
	<u>£297,054</u>	<u>£278,867</u>

No employee earned in excess of £49,999.

The average number of employees, calculated on a full time equivalent basis, analysed by function was:

	2004 Number	2003 Number
Charitable activities	18	13
Cost of generating funds	2	2
Management and administration of the charity	3	2
	<u>23</u>	<u>17</u>

THE LIFETRAIN TRUST

Notes to the Financial Statements for the year ended 31st March 2004

18 Trustees' remuneration

Except as shown in Note 21, the trustees neither received nor waived any emoluments during the year (2003: £Nil). Trustees expenses are only reimbursed exceptionally, and with the prior approval of the Chairman. No expenses were paid to Trustees in the year (2003: £Nil).

19 Voluntary help and donations in kind

The trustees are grateful for the substantial benefits received from the many voluntary hours contributed by a number of supporters. They also appreciate the kind generosity of many local businesses and individuals in donating goods and services.

The value of donated goods and services in the year was £3,683 (2003: £7,150).

Only the value of donated goods and services has been included in the SOFA.

20 Community Fund - National Lottery Charities Board

The charity has received funding during the year from the National Lottery Charities Board, Community Fund of £12,796 towards the cost of employing a training co-ordinator, session trainers and continuing work in respect of Disability Services.

21 Related party transactions

Mrs. Catherine McIlwraith, the wife of the Chairman of Trustees, is employed, part time, as a fundraiser for the charity. During the year her remuneration for this work was £6,791 (2003: £6,050).